

INVITATION FOR BIDS (IFB) NO. 04-053
TO
FURNISH AND DELIVER
AUTOMOTIVE PARTS ON A REQUIREMENTS BASIS
FOR
TRANSPORTATION SERVICES
UNIVERSITY OF HAWAI'I AT MĀNOA
HONOLULU, HAWAI'I

JANUARY, 2004

BOARD OF REGENTS
UNIVERSITY OF HAWAI'I
HONOLULU, HAWAI'I

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Transportation Services, University of Hawai'i at Mānoa, Honolulu, Hawai'i

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IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS TO
CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR BID
PACKAGE.

BIDDER'S REMINDER:

Tax Clearance Certificate or OPRPM Form 128, CERTIFICATION FOR TAX CLEARANCE,
(see SPECIAL PROVISIONS).

NOTICE TO BIDDERS

BID FORMS for IFB No. 04-053, Automotive Parts on a Requirements Basis for Transportation Services, will be available from and received in the OFFICE OF PROCUREMENT, AND REAL PROPERTY MANAGEMENT, UNIVERSITY OF HAWAI'I, 1400 LOWER CAMPUS ROAD, ROOM 15, HONOLULU, HAWAI'I 96822, (an unofficial copy of the IFB is available on the Internet at <http://www2.state.hi.us/bidapps/showbids.cfm>) and must be submitted no later than 2:30 p.m., January 26, 2004, and at that time will be publicly opened.

Bids received after the time and date fixed for opening will not be considered.

Vendors located outside the Island of Oahu, Hawai'i, USA, may request an official copy of the IFB to be sent via U.S. Postal Service by providing the vendor's name, address, contact person and telephone number. If express shipment is desired, requests must be submitted in writing with an account number, BILLABLE TO THE RECEIVER, and an authorized signature. Requests may be transmitted via facsimile, (808) 956-2093. Direct all questions to Bruce Isaacs, (808) 956-8634.

Evan S. Dobelle

President, University of Hawai'i

Advertised: Honolulu Star-Bulletin

Issue of: January 14, 2004

NOTICE TO BIDDERS

OPRPM FORM 115

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

(See Official Document)

BID FORM
TO
FURNISH AND DELIVER
AUTOMOTIVE PARTS ON REQUIREMENTS BASIS

Office of Procurement and
Real Property Management
University of Hawai'i
1400 Lower Campus Road, Room 15
Honolulu, Hawai'i 96822

To Whom It May Concern:

The undersigned has carefully examined the INVITATION FOR BIDS (IFB) NO. 04-053, TO FURNISH AND DELIVER AUTOMOTIVE PARTS ON A REQUIREMENTS BASIS FOR TRANSPORTATION SERVICES, UNIVERSITY OF HAWAI'I AT MĀNOA, HONOLULU, HAWAI'I, and offers to furnish and deliver the parts to Transportation Services, University of Hawai'i, 2027 East-West Road, Honolulu, Hawai'i 96822, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB). The initial term of the contract shall be for a period of ONE (1) year from the date designated in the Notice to Proceed, and thereafter, the contract may be renewed annually for a total of FIVE (5) years.

The local representative of the Contractor shall be:

Contact Person: _____

Telephone No.: _____

**BID FORM, IFB NO. 040-053
TO
FURNISH AND DELIVER
AUTOMOTIVE PARTS ON A REQUIREMENTS BASIS**

BID PREPARATION

1. The Bid Form includes a sample of automotive vehicle parts used by Transportation Services and shall be used for the purpose of awarding the contract.
2. Bidders shall bid on all items in order to be considered for award. Any bid that fails to meet this criteria shall not be considered.
3. Bid prices shall be F.O.B. destination, and **shall not** include applicable taxes.
4. Bidder shall include with their bid, TWO (2) copies of their nationally published, current quarter price books containing all items in the Bid Form as well as all other distributed items.
 - a. The price books submitted with the bids shall be used to validate the pricing of the items in the Bid Form, and to facilitate the University's audit of net prices charged.
5. For each item on the Bid Form, bidders shall offer a single percentage mark-up. The same percentage will be applied to all items that appear on the Jobber (blue sheet) price list in the nationally published, current quarter price books.
 - a. Items that do not appear in the bidder's nationally published, current quarter price book are excluded from the single percentage mark-up requirement. However, the University reserves the right to negotiate with other vendors for items that do not appear in the bidder's nationally published current quarter price book.
6. A vehicle roster, Attachment A, is provided to aid bidders in the formulation of their bids.

NOTE: All parts shall conform with all applicable standards, regulations and specifications, and shall be equivalent to motor vehicle original equipment manufacturer (OEM) parts in construction, fit and finish. All parts bid shall include minimum 90-day full replacement warrant for defects in materials and/or workmanship unless otherwise noted.

Item	Description	Vehicle	Vehicle Identification No.	Part Number	Jobber Price	% Mark-up	Net Price
1.	A/T Filter Kit	89 Chevrolet Pick-up	1GCFC24H5KE232581				
2.	A/T Overhaul Kit	89 Chevrolet Pick-up	1GCGK245KE246404				
3.	A/T Vacuum Modulator	89 Chevrolet Pick-up	1GCFC24HXKE232835				
4.	Ball Joint lower, each	93 Chevrolet Van	1GNDM15Z4PB133028				
5.	Alternator Fan Belt	89 Toyota Corolla	JT2AE92E3K3268103				
6.	Alternator, rebuilt w/A/C	89 Toyota Corolla	JT2AE92EXK3268888				
7.	Anti-Freeze, Coolant, Ethylene Ethylene Glycol, 1 gal.	All Makes	N/A				
8.	Ballast Resistor	83 Dodge Van	2B4HB21H0DK333149				
9.	Battery, minimum 72-month warranty	89 Toyota Corolla	JT2AE92E3K3270899				
10.	Brake Drum, rear	89 Chevrolet Pick-up	1GCFC24H5KE232774				
11.	Brake Fluid, 1 gallon, DOT 3	All Makes	N/A				
12.	Brake Hose, Left Front Wheel	89 Chevrolet Pick-up	1GCFC24H8KE232901				
13.	Brake Pads, Front, LH and RH sides	89 Chevrolet Pick-up	1GCFC24H0KE232939				
14.	Brake Rotor, Front, each	89 Chevrolet Pick-up	1GCFC24H7KE233005				

Item	Description	Vehicle	Vehicle Identification No.	Part No.	Jobber Price	% Markup	Net Price
15.	Brake Shoe, Rear, LH and RH sides.	89 Chevrolet Pick-up	1GCFC24H8KE232803				
16.	Caliper Assembly, rebuilt, Front, each.	89 Chevrolet Pick-up	1GCFC24H5KE232516				
17.	Caliper Kits, Front Brake, each	89 Chevrolet Pick-up	1GCFC24H5KE232998				
18.	Brake Rotor, Front, each	99 GMC Pick-up	1GTEC14W0XE515904				
19.	Coolant Sensor	93 Chevrolet Sedan	2G1WL54W2P9256629				
20.	Flex Plate	99 GMC Pick-up	1GTEC14W6XE508438				
21.	Coil Spring, Front	89 Toyota Corolla	JT2AE92E2K3272451				
22.	Compressor Clutch A/C	89 GMC Van	1GKDM15Z1KB540441				
23.	Compressor, rebuilt A/C	89 GMC Van	1GKDM15Z0KB540446				
24.	Distributor Cap	89 Toyota Corolla	JT2AE92E8K3270686				
25.	EGR Valve	89 Chevrolet Pick-up	1GCFC24H5KE232595				
26.	Exhaust Pipe	89 Toyota Corolla	JT2AE92E1K3268794				
27.	Freon Equivalent (R-12 equivalent), 30 lb.	All Makes	N/A				
28.	Front Wheel Oil Seal	89 Toyota Corolla	JT2AE92E8K3269070				
29.	Fuel Injector, 2.8L, V6	88 Chevrolet Pick-up	1GCBS14E2J8137622				
30.	Fuel Injectors	89 Chevrolet Pick-up	1GCFC24H5KE232774				
31.	Fuel Pump, Electric	89 Chevrolet Pick-up	1GCFC24H6KE232461				
32.	Fuel Pump, Mechanical	89 Toyota Corolla	JT2AE92E1K3268794				
33.	Ignition Switch	93 Toyota Corolla	JT2AE04E3P0044945				
34.	Ignition Control Module	95 Oldsmobile Achieva, 4-dr.	1G3NL55D7SM355538				
35.	Ignition Pick-up	89 Chevrolet Pick-up	1GCFC24H5KE232581				
36.	Lower Radiator Hose	99 GMC Pick-up	1GTEC14W4XE508325				
37.	Lower Radiator Hose	92 Chevrolet Van	1GNDM15Z5NB110421				
38.	Master Cylinder, Brake	89 GMC Pick-up	1GTGC24KXKE543892				
39.	McPherson Struts, Front, each	89 Toyota Corolla	JT2AE92E2K0156457				
40.	Muffler	89 Toyota Corolla	JT2AE92E5K0156890				
41.	Muffler	99 GMC Pick-up	1GTEC14W7XE512739				
42.	Muffler	95 Oldsmobile Achieva, 4-dr.	1G366D3SM355598				
43.	Oil Pressure Switch	89 Toyota Corolla	JT2AE92E5K0155237				
44.	Oxygen Sensor	89 Chevrolet Pick-up	1GCFC24HXKE232835				

45.	PCV Valve	99 GMC Pick-up	1GTEC14W8XE512443				
Item	Description	Vehicle	Vehicle Identification No.	Part No.	Jobber Price	% Markup	Net Price
46.	Power Steering Fluid, 1 qt.	All Makes	N/A				
47.	Power Steering Hose, Pressure Side.	89 Toyota Corolla	JT2AE92E8K0155216				
48.	Power Steering Pump, rebuilt	89 Chevrolet Pick-up	1GCFC24H2KE22604				
49.	Rack & Pinion Steering, rebuilt	89 Toyota Corolla	JT2AE92E0K0155906				
50.	Radiator Cap	95 Ford Van	1FMEE11N2SHB47654				
51.	Ball joint upper, each	93 Chevrolet Van	1GNDM15Z4PB133028				
52.	Sealed Beam Headlamp	89 Toyota Corolla	JT2AE92E4K0155987				
53.	Shock Absorber, Rear	89 Toyota Corolla	JT2AE92EXK3268194				
54.	Shock Absorber, Rear	89 Chevrolet Pick-up	1GCGK24K5KE246404				
55.	Spark Plugs	89 Chevrolet Pick-up	1GCFC24H8KE232493				
56.	Starter Brush	88 Chevrolet Van	1GCDM15Z4JB112034				
57.	Starter, rebuilt	88 Chevrolet Van	1GCDM15Z3JB111957				
58.	Tail Pipe	89 Toyota Corolla	JT2AE92E4K3271589				
59.	Thermostat	89 Toyota Corolla	JT2AE92E2K3269985				
60.	Belt Tensioner	93 Ford Sedan	1FACP36X1PK166207				
61.	Timing Belt	89 Toyota Corolla	JT2AE92E4K3269454				
62.	Universal Joint, Rear	86 Ford Pick-up	1FDHF37H5GKB24547				
63.	Oil Filter	02 Ford Van	1FBNE31L52HA26992				
64.	Water Outlet	89 Toyota Corolla	JT2AE92E3K3268103				
65.	Water Pump, New	89 Toyota Corolla	JT2AE92EXK3268888				
66.	Water Pump, rebuilt	89 Toyota Corolla	JT2AE92E8K3268033				
67.	Wheel Cylinder Assembly, Rear, each	89 Chevrolet Pick-up	1GCFC24H5KE232595				
68.	Wheel Cylinder Kit, Rear, each	89 Chevrolet Pick-up	1GCFC24H5KE232581				
TOTAL AGGREGATE BID, ITEMS 1 – 68 = Prices shall be f.o.b destination and shall not include applicable taxes. Bidders must bid on all items to be considered for award.							

BID PREPARATION

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2. Bidders shall bid on all items in order to be considered for award. Any bid which fails to meet this criteria shall not be considered.
3. Bid prices shall be f.o.b. destination, but shall not include applicable taxes.
4. Bidder shall include with their bid TWO (2) copies of their nationally published current quarter price books containing all items in the Bid Form as well as all other distributed items.
 - a. The price submitted with the bids shall be used to validate the pricing of the items in the Bid Form, and to facilitate the University's audit of net prices charged.
5. For each item on the Bid Form, bidders shall offer a single percentage markup. The same percentage will be applied to all items that appear on the Jobber (blue sheet) price list in the nationally published current quarter price books.
 - a. Items that do not appear in the bidder's nationally published current quarter price book are excluded from the single percentage markup requirement. However, the University reserves the right to negotiate with other vendors for items that do not appear in the bidder's nationally published current quarter price book.
6. A vehicle roster, Attachment A, is provided to aid bidders in the formulation of their bids.

BASIS FOR AWARD

The award of contract, if awarded, shall be made to the lowest responsive and responsible bidder on the **TOTAL AGGREGATE BID**.

NOTE TO BIDDERS

An acceptable bid must conform in all material respects to this Invitation for Bids. Any of the following may be grounds for disqualification:

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.

2. Placing conditions on the furnishing of solicited goods or services.
3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.
4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete conditions contained in their bids after bid opening cannot be considered.

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown on the next page, please indicate remittance address below:

Street Address or P. O. Box

City State Zip Code

SIGNATURE PAGE
(See Official Document)

CERTIFICATION FOR TAX CLEARANCE

(See Official Document)

TECHNICAL SPECIFICATIONS

1. SCOPE

Contractor shall be required to furnish and deliver automotive parts for repair of various vehicle makes and models of the Transportation Services Office. All prices bid shall be listed in the latest edition of the bidder's nationally published current quarter price book.

2. VOLUME OF PURCHASES

Based on previous purchases made by the University, the amount of purchases for this contract are estimated to be \$25,000.00 per year.

3. DELIVERY OF PARTS

Parts ordered from the latest edition of the selected vendor's nationally published current quarter price book shall be delivered upon request, within THREE (3) hours after the order is placed by authorized University personnel, Monday through Friday, 8:00 a.m. to 4:00 p.m., excluding holidays.

- a. The University reserves the right to negotiate with other vendors for parts that cannot be delivered within THREE (3) hours after the order is placed.

4. CORE EXCHANGES

Cores must be exchanged at the time of delivery or pickup, and the associated invoices shall reflect only the net amount due. That is, merchandise will not be released unless a core is exchanged at the time of delivery or pickup. The University shall not be charged for cores.

5. INVOICES

The Contractor shall submit monthly to the University, an original invoice and TWO (2) copies for all parts delivered for the month. Each invoice shall indicate the following:

- a. Contract number and purchase order number.
- b. Work order number.
- c. State Vehicle License Number (SH#).

- d. Automotive part as described in the latest edition of the selected vendor's nationally published current quarter price book.
- e. Jobber (blue sheet) price as listed in the latest edition of the selected vendor's nationally published current quarter price book.
- f. Net price, reflecting the agreed upon percentage markup from the above referenced Jobber (blue sheet) price.

All questions pertaining to the Technical Specifications shall be directed to James Yu, Transportation Services Superintendent, telephone (808) 956-8875.

Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made in writing in accordance with the General Provisions to the Office of Procurement and Real Property Management prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published.

SPECIAL PROVISIONS

1. SCOPE

The Furnishing and Delivering of Automotive Parts on a Requirements Basis for Transportation Services shall be in accordance with the terms and conditions of IFB No. 04-053 and the General Provisions dated March, 2003 included by reference. Copies of the General Provisions are available at the Office of Procurement and Real Property Management, University of Hawai'i, 1400 Lower Campus Road, Room 15, Honolulu, Hawai'i 96822 or the General Provisions may be viewed at: <http://www.state.hi.us/bids/notice03.htm>

2. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is James Yu, Transportation Services Superintendent, telephone (808) 956-8875.

3. TERM OF CONTRACT

The Contractor shall enter in a contract with the University for an initial period of ONE (1) year commencing on the date designated in the Notice to Proceed, and the markup percentage bid shall remain firm for the initial term of the contract. Thereafter, the contract shall be renewable from year to year, for a total of FIVE (5) years, without the necessity of rebidding, upon mutual agreement in writing, NINETY (90) days prior to the annual renewal date. The contract markup percentage for each renewal period shall remain the same or lower than the initial bid price. Further, the University may terminate the contract at any time, after the first year, upon NINETY (90) days prior written notice.

4. TAXES

Delete Provision 2.9, Taxes, in the GENERAL PROVISIONS in its entirety and substitute in lieu thereof:

"Unit prices shall not include applicable taxes. Tax shall be added to the invoice as a separate line item."

5. PRICES/DISCOUNTS

The prices published in the applicable price book shall remain firm from one printing to the effective date of subsequent price book(s). The Contractor shall notify the University of price increases at least THIRTY (30) days prior to the effective date of increase. It shall be the Contractor's responsibility to provide the University with price books TWO (2) weeks prior to the expiration of old price books. Discounts bid shall be firm for the entire term of the contract.

- a. All orders placed for delivery to University locations shall reflect prices in effect on the date of order, as opposed to prices in effect at the time of delivery.

6. ORDERING

Automotive parts furnished under this contract shall be ordered by the issuance of standard University purchase order forms by authorized individuals of the Transportation Services office. Purchase orders issued hereunder shall reference the contract number and the account chargeable and shall be subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any purchase order.

7. PURCHASES FROM ALTERNATE VENDORS

The University reserves the right to utilize other vendors when the Contractor is unable to meet the delivery requirements of the contract.

8. REPORTS

Upon request, the Contractor shall provide an annual report of University purchases. The report shall list total dollar volume by categories. Further, the report shall contain a list of the most frequently ordered automotive parts.

9. PAYMENT

The Contractor shall be remunerated upon submission of a properly executed original invoice and TWO (2) copies, indicating the contract number, and purchase order number to Transportation Services, University of Hawai'i, 2027 East-West Road, Honolulu, Hawai'i 96822, no later than THIRTY (30) calendar days following submission of invoice and the acceptance of goods.

10. TAX CLEARANCE FOR CONTRACTS

Bidders shall submit with their bid packages, original or certified tax clearances from the State of Hawai'i Department of Taxation and the Internal Revenue Service, in accordance with General Provision 2.23, Tax Clearance for Contracts.

11. TAX CLEARANCE FOR FINAL PAYMENT

Before final payment for the settlement of the contract can be made, Contractor shall submit an original or certified tax clearance from the State of Hawai'i Department of Taxation and the Internal Revenue Service, in accordance with General Provision 7.2, Tax Clearance for Final Payment.

ATTACHMENT A

(See Official Document)